



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

12pm, 21<sup>st</sup> September 2020  
Via Microsoft Teams

Agenda

Present:

Name	Job Title
Georgia Petts (GP)	VP Education (Chair)
Abi Brown (AB)	VP Activities
Lucy Krogdahl (LK)	VP Wellbeing & Community
Amina Akugri (AA)	VP International
Bailey Marchant (BM)	VP Campaigns & Environment
Jack Eames (JE)	College of Science Officer
Talia Adams (TA)	College of Social Sciences Officer
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Shanna Limm (SL)	Union Administrator (note taking)

Action

Part A

1. Welcome & Opening Business

- **Apologies for Absence**
- Katie Smith (KS), College of Arts Officer
  
- **Declarations of Interest**
- GP noted that her Conflicts of Interest required an update.
  
- **Health & Safety**
- JB noted that further work was required for the fire alarm in order to maintain the Engine Shed's capacity; it was added that these works were likely to require the venue to close over a set period of time.
- AB queried seating arrangements for upcoming Welcome Week events and it was noted that should smaller groups feel uncomfortable joining larger groups then they could request a refund. JB added that operations were planned in line with government guidance.

2. Minutes of the last Executive Committee meeting held on 7<sup>th</sup> September 2020

- The minutes were agreed to be an accurate account of the previous meeting.

3. Minutes of the last SMT on 14<sup>th</sup> September 2020

- Document taken as read.

4. Matters Arising

- BM noted that the sunflower lanyard trial was due to be followed by a proposal to the Inclusion Committee, should the scheme prove a success.
- It was noted that the organisation of drop-in times was ongoing, with HC to provide an update at the next Executive Committee.
- GP provided the group with an update on exam timings.

HC

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- AA updated that she had met with Gemma Smart (GS) (Marketing and Communications Manager) regarding ISA Hubs, with the ISA Officer to subsequently be contacted.
5. **Weekly Report**
- No items were raised for discussion.
6. **Weekly Events**
- GP provided the group with an overview of the week's events aimed at early student arrivals; it was agreed that TA would promote the events where possible to early starters in College of Social Science. **GP/ TA**
7. **SUGGESTIONS**
- GP noted the following:
- Work was ongoing for visible Library timings; however, given the circumstances this was not an immediate action.
- AB noted the following:
- No update was available.
- AA noted the following:
- Works on the Tower Bar disabled door were due to take place during the week.
8. **GOATING REPORT**
- **3<sup>rd</sup> – 16<sup>th</sup> September**
  - It was agreed that going forwards, all assigned actions would require an update from the relevant SLs. **GP/AA/ BM**
9. **ULSU Student Members' Disciplinary Procedure**
- JB noted that in line with anticipated complaints surrounding the breach of Covid guidelines, the Informal Process had been altered to appropriately handle matters with Managers given the jurisdiction to deliver bans of up to 12 weeks.
  - The procedure was approved (5-0).
  - It was also noted that SLs could submit formal complaints via the Complaints Policy, should they recognise any student or group breaching the Code of Conduct or procedures in place.
10. **Our Lincoln Proposal**
- AB provided the group with an overview of the proposal, noting that this would be the SLs first joint campaign.
  - Due to the staff resource involved, it was noted that HC would be the appropriate SMT lead.
  - It was noted that should the document be distributed to the student body then alterations would be made, ie altering the colour marker to green and listing the Community Group.

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- HC noted that volunteering opportunities would be placed on hold given the current impact of Covid-19; it was added that the matter would be looked into closer to the time in order to seek clarity.
  - The proposal was approved (5-0).
- 11. Hip Hop Society Application**
- AB noted that following on from the previous Executive Committee the proposed Hip-Hop Society had re-submitted their application in line with the group's recommendations.
  - The application was approved (5-0).
- 12. Associate memberships**
- JB noted that the Executive Committee were responsible for confirming all Associate Membership requests in line with governance.
  - The list was approved (5-0).
- 13. Student Leader Wins**
- It was agreed that going forwards the item was discussed under agenda point 12.
- 14. Student Leader verbal updates:**
- **VP Education**
  - **VP Activities**
  - **VP International**
  - **VP Wellbeing and Community**
  - **VP Campaigns and Environment**
  - GP noted the following:
    - Senior Reps were now able to utilise their social media pages.
    - Vacant posts within LIBS were under review, with potential candidates contacted
    - She and AA were due to attend the LIBS CLT meeting following the Executive Committee.
  - AB noted the following:
    - She had met with the VPA of Essex Students' Union to share best practice.
    - A video was being created for sports and societies in relation to the Covid-19 measures in place.
    - Activities groups were being followed up for their risk assessments and virtual fayre materials.
    - She and HC had attended a BUCS regional meeting during the previous week.
  - AA noted the following:
    - She now had access to the Global Lounge and should answer queries on Blackboard.
    - A Whatsapp group for International students in self-isolation had been created, with AA a member of the chat.
    - Feedback was being gathered from students unable to travel to the UK.
  - BM noted the following:
    - A proposal had been put together for the SL Body Positivity campaign which would be taken to the next Executive Committee.

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- She had attended a conference during the previous week, which had been a positive opportunity to network with other environmental officers.
  - Funding applications for BHM had been submitted.
  - She had been filming for her next sustainability vlog.
  - An update was given on the Enviro Report.
  - Electronic registers were complete for the upcoming year.
  - Work on the Accessibility Report was ongoing.
  - LK noted the following updates:
    - Feedback had been received from varying student groups in relation to the community map.
    - Sunflower lanyards had been delivered, with the Marketing department designing the card within.
    - A paper regarding hot water on campus was due to be taken to the next Education and Student Life Committee.
    - She was due to present at the next Accreditation Scheme Working group.
    - The Lead Wellbeing Network Champions had been trained.
- 15. Chief Executive Verbal Update**
- Further restrictions were anticipated from the government in line with increasing Covid-19 numbers; it was added that in light of this Commercial plans would be need to be dynamic and flexible.
  - Student Orders had received positive reviews during its opening weekend, with journalists contacting the Marketing department regarding the service.
  - Local businesses had expressed interest in joining the Student Orders platform.
  - Recruitment was ongoing for positions on Commercial Services and SUMS.
  - Face masks had been made compulsory on campus.
  - Following the resignation of an External Trustee, an Alumni position had been recommended by the Board, with a candidate currently awaiting confirmation.
- 16. College Officer Updates**
- JE noted the following:
    - He had met with Libby John (LJ) (PVC) alongside School Reps within Science which had been positively received.
    - Issues had been raised regarding an announcement within Life Sciences and impact upon previously arranged lab work. It was agreed that JE would forward the email and student feedback to GP, which would then be raised at the next Curriculum Working Group. **GP/JE**
  - TA noted the following:
    - She had met with Mark F Smith (MFS) (Director of Education, Social Science) to discuss plans for the year, with feedback sought from students.
    - Senior Reps had been contacted regarding the submission of their KPIs.
- 17. Any Other Business**
- The Life Sciences application was approved (5-0) with the group commending the application for its detail.
  - GP provided an overview of the Deputy Union Chair candidate who was proposed to be co-opted into position following a failed election; this was approved (5-0).

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- AA noted that volunteers had been requested to assist with International Airport pick-ups; it was agreed that AA would seek further information and raise this at the following Executive Committee Sit Down. **AA**
- The group discussed the removal of all offensive vocabulary within songs played in the Engine Shed going forwards, as discussed alongside work towards the BAME commitments. It was agreed that attending DJs would be briefed on the matter, with the Executive Committee would endeavour to enforce this within all Students' Union venues.
- HC noted that affiliations for Archery and Rugby Union had been received and required approval due to their timely nature; these were approved (5-0).

### Part B

#### 18. Chair's Powers - Executive Committee Sit Down

- The group approved this plan as presented.

#### 19. Time Analysis

- **9<sup>th</sup>-15<sup>th</sup> September**
- The documents were taken as read.

#### 20. Society Applications:

- **Feminist Society**
- The society was approved by the group (5-0).

#### 21. Kit exemption – Snowsports

- This document was approved by the group (5-0).

#### 22. Decolonising the Curriculum debrief notes

- Document taken as read.

#### 23. Chair's Powers – Basketball Affiliation

- Document taken as read.

#### 24. Chair's Powers – Cheerleading Kit Exemption

- Document taken as read.

Date of Next Meeting: 3pm, 5th October 2020

Chair Georgia Petts

Signed

